

U.S. Department  
of Transportation

United States  
Coast Guard



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## MEMORANDUM

From:   
R. F. BEESLER, CAPT  
CG FDCCPAC

Reply to: J. Johnson  
Attn of: 206-220-7350

To: DISTRIBUTION

Subj: USCG FDCC PACIFIC ARCHITECT/ENGINEER GUIDE, THIRD EDITION

1. Enclosed is a copy of the Third Edition of the A/E Guide. This edition replaces the Second Edition in its entirety.
2. This edition is a complete rewrite of the guide. It is now organized around the specific responsibilities of the A/E and Engineer-in-Charge (EIC) during each project phase and is aligned with our current team organization and processes.
3. All FD&CC (Pacific) EICs, Designers, Project Managers and Contracting Officers should review this new edition upon receipt and ensure that A/E Contracts under their management are performed in accordance with its procedures and criteria.

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Enclosure: A/E Guide, Third Edition

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DEPARTMENT OF TRANSPORTATION  
UNITED STATES COAST GUARD



**ARCHITECT-ENGINEER  
GUIDE**

Third Edition

**November 2002**

FACILITIES DESIGN AND CONSTRUCTION CENTER (Pacific)  
915 SECOND AVE, Room 2664  
SEATTLE, WASHINGTON 98174

## **FACILITIES DESIGN AND CONSTRUCTION CENTER (PACIFIC)**

### **Statement of Work, Appendix A**

## **ARCHITECT-ENGINEER GUIDE**

### **Forward**

This manual provides guidance to Architect-Engineer (A/E) firms performing services for the Department of Transportation, United States Coast Guard, Facilities Design and Construction Center Pacific (FD&CC Pac). This edition is a complete rewrite of the previous manual and supercedes it in its entirety.

The purpose of this publication is to:

- Provide detailed and specific information on the requirements included in the Statement of Work;
- Provide broad design guidance to firms performing work for the Facilities Design and Construction Center (Pacific);
- Present a clear understanding of our administrative procedures;
- Obtain uniformity of drawings, specification, cost estimates and other deliverables;
- Minimize the time spent by A/E and Coast Guard personnel on administrative details so that they may focus attention on the technical content of the design product.

The publication is, in general, written in chronological order to follow the overall project development process.

It is made up of three major components: two Sections and the appendices.

Section One – Organization, Objectives and Administration outlines the general and specific responsibilities of the A/E.

Section Two – Engineering and Design Services outlines the procedures and content for contract deliverables.

The appendices contain supplemental information concerning design standards, format of deliverables and contract forms.

Suggestions for refinement and improvement of this Publication will always be appreciated and considered.